BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WIN (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606

KAFB INSTRUCTION 24-201

30 JANUARY 1998

Transportation

REUSABLE CONTAINER PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Kirtland Web site: http://www.kirtland.af.mil. If you lack access contact the Publishing Office (377 CS/SCSP).

OPR: 377 LG/LGTTF
(MSgt Herman M. Pegues Jr.)
Supersedes KAFBI 24-201, 30 July 1994

Certified by: 377 LG/LGT
(Major Douglas L. Bullock)
Pages: 7
Distribution: F

This instruction implements Air Force Policy Directive 24-2, *Preparation and Movement of Air Force Materiel*. It gives the basic rules for establishing an effective Reusable Container Program for Kirtland Air Force Base (KAFB). Reusable container monitors are responsible for helping unit commanders identify, protect, and reuse special packaging containers identified in the Air Force Reusable Container Program. Reusable container monitors play a key role in the reduction of packaging costs and assist in the protection and prevention of damage to Air Force assets.

SUMMARY OF REVISIONS

This instruction establishes new guidelines for receipt of improper shipment container upon arrival at Kirtland AFB. Dictates follow-up procedures for Base Supply (receiving activity) on updating or adding Special Packaging Instruction number to the Shipment/Release document and the Special Packaging Instruction Reconciliation listing cross-referencing with the national stock number. Gives authority to Packing and Crating personnel (377 TRNS/LGTTF) to determine suitable or unsuitable replacement containers. Source instruction to direct payment accountability process from information provided on AF Form 451, *Request for Packaging Service.*

1. REFERENCES:

1.1. Air Force Instruction 24-202, *Preservation and Packing*

1.2. Air Force Regulation 400-54, *Reporting of Item Packaging Discrepancies* (AFJMAN 23-215)

1.3. Air Force Manual 23-110 *USAF Supply Manual*

2. MISSION REQUIREMENTS . Kirtland AFB maintains aircraft and complex equipment that produce large amounts of serviceable and repairable items needing special containers for shipment to specialized repair activities. A high rate of reuse of these containers must be maintained. The goal of the reuseable container program is to maintain a standard of 90 percent reuse or better.

3. REUSABLE CONTAINER PROGRAM . The Air Force Reusable Container Program system is designed to minimize packaging costs and to maintain high levels of protection for items during storage or shipment. This is done by manufacturing containers designed specifically for reuse without impairment to their protective function.

4. REUSABLE CONTAINERS . A reusable container is different from an ordinary carton, box, or crate; it is a complete system. The interior packaging materials and devices are as important as the container. It is designed to be used, saved and reused. Reusable containers fall into two categories depending on the durability of the outside shipping container.

4.1. Category I . Category I containers are long-life containers effective for at least 100 trips through the transportation cycle. They are usually made of metal, plastic, synthetic, or composite materials manufactured according to an engineer's drawing and made by an industry. Base-level shipment preparation sections cannot build or repair (in some cases) these containers because of the special materials and tools needed. Category I containers are classified in the 8145 stock class which makes them fully accountable supply items.

4.2. Category II . Category II containers are short-life containers designed to make a minimum of 10 trips through the transportation cycle. They are made of plywood, wood, fiberboard and are identified by military or federal specification numbers. Each container is composed of an internal system of cushioning, die cuts, inserts, fasteners, etc., and is described by a drawing and a bill of materials called a special packaging instruction (SPI). Category II containers can be constructed and repaired (in most cases) by base-level shipment preparation sections. Category II containers are classified under 8115 stock class and consist of three types: fast pack, standard pack, and discrete SPI.

4.2.1. Fast packs come in various styles, e.g., star, slide, telescopic, and horizontal star with various sizes for each style. Fast packs are designed for a group of items identified under a general national stock class (NSC) because of their weight and size. The small amount of storage space needed, the high reuse value and minimal labor needed to repack make the fast pack very cost effective. The containers are identified as fast packs because a large number of items are assigned to each container. Fast packs are available through General Services Administration and are listed in Federal Supply Catalog C-8115-ML-AF and the Federal Supply Service Catalog. Specific instructions for using fast packs are available through the Packing and Crating section (377 TRNS/LGTTF), 846-1982.

4.2.2. The standard pack is a container with interior parts standardized to material and size. The cushioning in the standard pack varies according to coded requirements for packing a particular item. Because of the variety of items assigned to each standard pack, it is identified only as a standard pack.

4.2.3. A discrete special packaging instruction (SPI) container has internal parts specifically made for an item or group of items of the same size and shape. No other items fit into these containers without major changes to the container or its internal parts. Because the discrete SPI is designed for a specific item, it is identified by the inscription SPI followed by the national item

identification number (NIIN) in the corresponding block of the shipping document, i.e., SPI 005-1413.

4.3. Foam-in-Place (FIP). The Air Force has moved toward a type of packing called foam-in-place in which the item being shipped is floated in a chemical foam. The item is separated from the foam by a plastic covering which protects it. The foam is sprayed into the container, and the item is placed in the foam mixture while it is hardening, creating a mold to surround the bottom of the item. The same is done to the top of the container. The end result is two half-shell foam pieces which totally enclose the item. Specific instructions for using fast packs are available through 377 LG/LGTTF.

4.3.1. A large number of discrete SPIs are being changed to foam-in-place packaging. Foam-in-place containers must be included in the list of SPI containers.

4.3.2. Foam-in-place containers are identified as reusable FIP containers or pacer foam pack. They are not identified in relation to the item packed in the container but are matched with the item because of the compatibility of the item with the mold. A system of control can be established by marking the national stock number (NSN) of the item received in the container on the outside of the container to speed up rematching the container with the item at a later date.

5. IDENTIFICATION OF SPI REQUIREMENTS . Items needing SPI are identified in the nomenclature block (Block U) of the Department of Defense (DD) Form 1348-1-4 Pt, *DOD Single Line Item Release/Receipt* Document, or Block 16 on the DD Form 1348-1A, *Issue Release/Receipt Document*. EXCEPTION: When the DD 1348-1-4 Pt is typed or is a post-post document.

5.1. When a customer receives a SPI shipment and the DD Form 1348-1-4 Pt does not identify the SPI number, notify base Supply Records Maintenance (377 LG/LGSCD). Information will be forwarded by 377 LG/LGSCD to update the standard base supply system according to AFMAN 23-110 chapter 27.

6. EFFECTIVE MANAGEMENT . The reusable container monitor is the key to a successful program. The effectiveness of the program is increased by establishing and following these procedures.

6.1. Instruction . Brief unit personnel on the concepts and procedures of the Reusable Container Program. The program cannot work without support from everyone. Training should cover: explanation of the concepts, identification of the containers, proper operating methods, proper rematching of containers and items, proper storage of containers and contents and procedures for turn in of excess containers.

6.2. Coordination . Coordinate with Packing and Receiving (377 LG/LGTTF) to identify and solve local container problems. If necessary, LGTTF will contact headquarters Air Force Materiel Command (HQ AFMC) for problem areas that do not fall under KAFB's control.

6.3. Investigation . Require sections to investigate the loss of a container and get a statement of corrective action. Do not accept excuses or indifferent responses for container loss or destruction. Packing and Receiving is authorized to destroy reusable containers. For a decision concerning disposal of a reusable container, call 846-1982 or take the container to LGTTF in Building 1015.

6.4. Self Inspection . Provide internal checks to ensure workable methods are used. Packing and Receiving representatives will inspect each unit's program and designated reusable container storage area semiannually.

6.5. Reimbursements and Transfer of Funds . Due to high maintenance cost and depleted inventory level requirement of reuseable containers or materials to construct containers, all packaging costs incurred are subject to reimbursement or prior transfer of funds to purchase materials before shipment turn in to transportation. All associate units and unforecasted unique requirements by host wing units will be required to compensate for services rendered using information from completed AF Form 451, *Request for Packaging Service.* Reimbursements will be tracked monthly and reported quarterly for fiscal purposes to accounting and finance and the unit accruing the cost.

7. THE DISCRETE SPECIAL PACKAGING INSTRUCTION.

7.1. There are five supply depots in the Air Force Logistics System: Kelly Air Force Base, Texas; Robins Air Force Base, Georgia; Tinker Air Force Base, Oklahoma; Hill Air Force Base, Utah; and McClellan Air Force Base, California. Each depot is assigned as a specific repair activity (SRA) for certain types of items in the Air Force inventory. The depot assigned as a SRA for an item is responsible for packaging design and protection for storage or shipment of that item.

7.2. Package designers research and determine the amount and type of cushioning material and container best suited to protect the item when it needs special packaging because of its fragility or high value. This information is put in an SPI. The item is cleaned, dried, preserved, wrapped and packaged in the SPI container and is either placed into storage or shipped to another base.

7.3. Packing and Receiving becomes involved with the container at this point. An item is shipped to this base from a depot or another base as lateral support. The Reusable Container Program should be geared to identify and intercept items coming to this base in the wrong containers.

7.4. Standard Forms (SF) 364, *Report of Discrepancy*, are not issued when you use a larger size fast pack for priority 01- 08 shipments. In addition, for reuseable containers the plus up and minus down is in effect for suitable replacement if the item can naturally fit and remain protected from damage during shipment and storage.

EXAMPLE: If an item is required to be in Fast Pack XC2, but can fit and be secured in either a XC1 or XC3, then either one is a suitable replacement. Please consult LGTTF if there are questions concerning determination of suitable substitute containers. This gives us a flexible tool to meet mission requirements under the concept of Lean Logistics and Two-Level Maintenance. If the size of the fast pack goes down and is suitable, the packaging and preservation section will submit a SF 364 to the Air Force packaging lab and the depot responsible for the item.

7.5. Receiving (377 LG/LGSDR) personnel can use the NSN/SPI cross reference listing to identify the proper container an item should have been shipped in. Normal inprocessing will take place if the item is received in the right container. If the item is determined to be in a wrong container, an SF 364 should be initiated immediately by the Supply Division (377 LGS) (according to AF Regulation 400-54, *Reporting of Item Packaging Discrepancies*, Chapter 6 {AF Joint Manual 23-215}). A copy should be attached to the improper container. If the item is to be put in storage an AF Form 451, *Request For Packaging Service,* will be issued and forwarded to LGTTF. If the item is an issue, the AF Form 451 will be initiated by Base Supply and accompany the property to designated unit. Base Supply will forward a copy of SF 364 and AF Form 451 to 377 TRNS/LGTTF and annotate in the remarks block where the item is located, point of contact, and date shipment was issued. This will eliminate any local agencies accountability for container costs and deficiencies. NOTE: If the shipment or issue happens after normal duty hours and property is determined to be in a wrong container,

but still serviceable, annotate shipping document "SHIPMENT RECEIVED IN WRONG CONTAINER -- SF 364 WILL BE ACCOMPLISHED WITHIN 24 HOURS." Ensure the individual who is transferring the property print, sign, and date the shipping document . This will keep critical assets moving in the event authorized inspection agency is not available to immediately accomplish SF 364.

EXAMPLE: (58 MXS, Building 996, TSgt Bennett, 846-6752, 29 July 1997). This will help keep critical assets processed without delays due to container.

7.6. Storage . Supply receives and processes the item. It is either put in storage or issued to an organization.

7.6.1. Supply must ensure the item is not separated from its container. Internal procedures must be established to rematch the item and its proper container if the item and the container are separated. AF Form 451 should be requested immediately upon storage of item if no container exists. Ensure that the copies of the SF 364 and AF Form 451 are kept with the container if the item is in the wrong container.

7.6.2. Issue . Strict procedures must be followed when the items are issued. Transfer the item and the container at the same time. The unit receives the complete SPI container or the item in the wrong container with copies of the SF 364 and AF Form 451 attached. If the item for shipment becomes separated from its correct shipping container, an AF Form 451 must be filled out when the item is turned in to LGTTF or 377 LGS for shipment.

Procedures must be established to ensure that the item and the container stay together when the items are issued. Units must ensure that the container and item are promptly rematched if the item is taken out for periodic bench stock.

The part being replaced is put into the container and turned in to Supply for processing back to the depot if the item is to be used. If there is no immediate need for the empty container, then it should be stored for future use.

NOTE:

The NSN of the item needs to be written on the container since maintenance organizations do not have an SPI library. If the item is in the wrong container, receiving agencies must ensure a SF 364 was prepared.

7.7. Supply should obtain the complete, proper SPI container or the copy of the SF 364 when the replacement item is placed into the container and turned in. If an item is turned in to Supply in the wrong container without an attachment copy of the SF 364, Supply must request AF Form 451 from the unit and forward it to Packing and Receiving along with the item.

7.8. AFI 24-202 requires Packing and Receiving to research all items received for SPI requirements. This involves checking the item for the proper container. Packing and Receiving will not sign for an item in an improper container unless it is accompanied by an AF Form 451 or SF 364. Replacement of a lost or destroyed container is very costly. The amount of time expended and the cost of the materials are often doubled when the original container is destroyed or otherwise unavailable. Shipment

delays are created when LGTTF cannot duplicate a container and the prime item manager will not authorize a substitute packaging waiver.

JOCK A. TRAFTON, Colonel, USAF
Commander, 377th Logistics Group

Attachment 1

INSTRUCTIONS FOR COMPLETING AF FORM 451, REQUEST FOR PACKAGING SERVICE.

Contact Packing and Receiving (377 LG/LGTTF) for more information.

1. Date: Today's date
2. Priority: (01- 15)
3. Request Number: for document control purpose
4. To: Organization name and office symbol
5. From: Organization name and office symbol of requesting unit
6. Shipping Document Number:
7. Issue Document Number: number or not applicable (N/A)
8. Reason for Request: check applicableblock
9. Item Requested:
10. Specifications: enter correct information
11. Purpose: check applicable block
12. Building Number: building number of requesting organization
13. Phone Number: phone number of requesting organization
14. Signature of Requester
15. Costs: complete these blocks when required by local instructions
16. Remarks: enter the date service is completed, required completion date or other necessary information